

Jerome School District #261
Board of Trustees Agenda
August 28, 2018
6:00 p.m.
Administrative Complex Board Room 011518

Board of Trustees present: Esther Peters, Staci Leavitt, Alice Thibault, Annette Lott. Not present: Don Mitchell. Others present: Superintendent Dale Layne, Business Manager Brian Bridwell, Clerk Lorri Prescott; Curriculum Director Janet Avery, Federal Programs Director Kim Lickley, Special Services Director Kindel Mason, Jerome High School Principal Nathan Tracy, Jerome High School Assistant Principal and Athletic Director Jeremy Munroe, Jerome Middle School Principal Landon Marlor, Summit Elementary School Principal Eva Meyerhoeffer, Horizon Elementary School Principal Wendy Ohlensehlen, and Jefferson Elementary School Principal Angela Brulotte..

Educating Today for Tomorrow's World

1) Call to Order

- a) Waive reading of the minutes of the previous board meeting as submitted to each board member.
The meeting was called to order at 6:00 p.m. by Chairman Esther Peters.

2) Consent Agenda

- a) Approval of previous minutes
 - i) Special Meeting July 16, 2018
 - ii) Regular Meeting July 17, 2018
 - iii) Special Meeting August 8, 2018
- b) Financial Report
 - i) Cash Report
 - (1) Reconciliation
 - ii) Accrual Report
 - (1) Revenue and Expense Summary
 - (2) Balance Sheet
 - i) Building Financial Reports
 - (1) Jefferson Elementary School -- Reconciliation -- Check Register -- Balance Sheet
 - (2) Horizon Elementary School -- Reconciliation -- Check Register -- Balance Sheet
 - (3) Summit Elementary School -- Reconciliation -- Check Register -- Balance Sheet
 - (4) Jerome Middle School -- Reconciliation -- Check Register -- Balance Sheet
 - (5) Jerome High School -- Reconciliation -- Check Register -- Balance Sheet
 - (6) Special Services -- Reconciliation -- Check Register -- Balance Sheet
- c) Personnel
 - i) Retirement
 - (1) Jerome Middle School Child Nutrition Kitchen Manager – Anne Newbry
 - ii) Transfers
 - (1) Jefferson Elementary School Para Professional Special Education (.5 FTE Added) – Wendy Graham
 - (2) Jerome Middle School Custodian Building – Bertha Ortega
 - (3) Jerome High School Head Coach Golf – McKinsey Rodriguez
 - iii) Resignations
 - (1) Jerome Middle School Coach Wrestling – Riley Argyle
 - iv) New Hires
 - (1) Horizon Elementary School Early Education Program Para Professional – Rachel Ratliff
 - (2) Jerome High School Child Nutrition Cashier – Bianca Sozzi
 - (3) Jerome Middle School Coach Volleyball 8th B Team – Shayla Williams
 - (4) Jerome Middle School Coach Wrestling – Aaron Jackson
 - (5) Jerome Middle School Coach Wrestling – Anthony Perkins
 - (6) Jerome Middle School Coach Track 8th Grade – Valerie Chappell
 - (7) Jerome High School Advisor Debate – Michael Jurgensmeier
 - (8) Jerome High School Advisor Skills USA – Daniel Blackburn
 - (9) Jerome High School Head Coach Softball – Lyle Hudelson

A motion was made by Staci Leavitt and seconded by Annette Lott to approve the Consent Agenda as presented. The motion passed by the following:

AYE: Esther Peters
Staci Leavitt
Alice Thibault
Annette Lott

3) **Scheduled Visitors**

- a) Jeremy Munroe, Jerome High School Athletic Director: presentation of updated proposed Jerome School District Extra Curricular Coach/Advisor Policy Manual and Jerome High School Advertising Sponsorship Program.

4) **Communications:** No Communications for August 2018.

5) **Reports:** Items A through H oral reports presented by Administrators to the Board of Trustees.

- a) Curriculum Director
- b) Federal Program Director
- c) Special Education Director
- d) Jefferson Elementary School
- e) Horizon Elementary School
- f) Summit Elementary School
- g) Jerome Middle School
- h) Jerome High School
- i) Northside Jr/Sr High School
- j) Child Nutrition Director
- k) Superintendent
 - i) Enrollment Summary: All schools enrollment for first week of 2018-19 school year reviewed, class sizes discussed.
 - ii) Facilities Update: small projects continuing at each building, Jerome High School has four rooms near completion; Maintenance Building project received trusses; doors and windows ordered for District Office update project
 - (1) Tiger Drive / Parking Lot Repair Project Status: review of project costs and completion status.
 - iii) Audit 2017-18 School Year: audit complete with report scheduled for presentation September 2018.
- l) Trustees' Reports – Idaho School Board Association Annual Convention 2018, November 14-16, Boise, Idaho. ISBA Region 4 Meeting is scheduled for Thursday, September 13, 2018 at Magic Valley High School, Twin Falls, Idaho.

6) **Approval of Bills**

A motion was made by Alice Thibault and seconded by Annette Lott to approve the bills as presented. The motion passed by the following:

AYE: Esther Peters
Staci Leavitt
Alice Thibault
Annette Lott

7) **Continuing Business**

- a) Long-Range Planning for New School and Real Estate Acquisition: continued discussion on school placement concept, and property acquisition.
- b) Policy 1110_Election
- c) Policy 1120_Taking_Office
- d) Policy 1120P_Oath_of_Office
- e) Policy 1200_Annual_Organization_Meeting
- f) Policy 3010P_Open Enrollment Procedures
- g) Policy 3060_Education of Homeless Children
- h) Policy 3090_Foreign Exchange Students
- i) Policy 3525_Immunization Requirements
- j) Policy 5270_Personal Conduct
- k) Policy 5360_Dress_and_Appearance
- l) Policy 5470_Leaves of Absence – Military Leave
- m) Policy 5710_ParaProfessionals, Teachers' Aides and Para-Educators
- n) Policy 6200_District Organization
- o) Policy 7430_Travel_Allowances_and_Expenses

- p) Policy 7430F_Travel_Reimbursement_Form
- q) Policy 7440_District_Credit_Cards
- r) Policy 7460_Paying_Bills
- s) Policy 8100_Transportation
- t) Policy 8800_Drones
- u) Policy 9100_Acquisition Use and Disposal of School Property

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve Policies 1110, 1120, 1120P, 1200, 3010P, 3060, 3090, 3525, 5270, 5360, 5470, 5710, 6200, 7430, 7430F, 7440, 7460, 8100, 8800, 9100, as presented for second reading. The motion passed by the following:

AYE: Esther Peters
 Staci Leavitt
 Alice Thibault
 Annette Lott

8) **New Business**

- a) Schedule a Special Meeting in September for Enrollment Update

A motion was made by Alice Thibault and seconded by Annette Lott to declare that the Jerome School District Board of Trustees will not request Levy funds from Jerome County nor hold a special meeting to review the enrollment and attendance during September. The motion passed by the following:

AYE: Esther Peters
 Staci Leavitt
 Alice Thibault
 Annette Lott

- b) Declaration that an area of need exists for the 2018-19 school year in the schools and departments as listed

- i) Jefferson Elementary School Teachers Special Education, Dual Immersion, Elementary Grades 1 and 3:

- (1) Brittany Maikranz
- (2) Nickole Mellon
- (3) Felipe Navarro
- (4) Kylie Spence

- ii) Horizon Elementary School Teachers Early Education and Elementary Grades 1 and 3:

- (1) Brandi Zollinger
- (2) Stephanie Anderson
- (3) Kelly Semler

- iii) Summit Elementary School Teachers Elementary Grade 4:

- (1) Gloria Dominguez
- (2) Angeline Fabricius

- iv) Jerome Middle School Teachers English Language Arts, PE/Health, Science, Special Education, Counseling:

- (1) Emily Cannon
- (2) Aaron Jackson
- (3) Emily Olsen
- (4) Nichole Applewhite
- (5) Cynthia Gonzales

- v) Jerome High School Teachers Counseling, English Language Arts, English as Second Language, PE/Health, Science, Social Studies, Special Education, Food Production:

- (1) Kami Elorrieta
- (2) Kim Green
- (3) Brandon Robinson
- (4) Brenda Lewis
- (5) Cory Musgrave
- (6) Jonathan Sheen
- (7) Cameron Knight
- (8) Geoffrey Rogers
- (9) Colton Beadz
- (10) Vanessa Fitzsimons

- vi) Special Services Department School Psychologist:

- (1) Kerrie Raines

- vii) Jerome Academy Teacher Special Education:

(1) Thomas McMullen

A motion was made by Alice Thibault and seconded by Staci Leavitt to declare that an area of need exists for the 2018-19 school year in the schools and departments as listed. The motion passed by the following:

AYE: Esther Peters
Staci Leavitt
Alice Thibault
Annette Lott

- c) Consideration of Jerome High School Future Farmers of America Club Out of State Travel Request
A motion was made by Staci Leavitt and seconded by Alice Thibault to approve the request by Jerome High School Future Farmers of America Club for two students to travel to the National FFA Conference in Indianapolis, Indiana, in October 2018. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Alice Thibault
Annette Lott
- d) Approval for ARTEC Representative Designation to attend the ARTEC Annual Meeting, September 2018, and Memorandum of Understanding for 2018-19 School Year Approval
A motion was made by Staci Leavitt and seconded by Alice Thibault to approve the ARTEC Memorandum of Understanding and designate Superintendent Layne as the district representative to attend the ARTEC Annual Meeting for 2018-19. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Alice Thibault
Annette Lott
- e) Approval for ARTE Representative Designation to attend the ARTE Annual Meeting, September 2018
A motion was made by Staci Leavitt and seconded by Alice Thibault to designate Superintendent Layne as the district representative to attend the ARTE Annual Meeting for 2018-19. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Alice Thibault
Annette Lott
- f) Approval of Student Teacher Agreement with University of Idaho
A motion was made by Staci Leavitt and seconded by Alice Thibault to approve the Student Teacher Agreement with the University of Idaho for the 2018-19 school year. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Alice Thibault
Annette Lott
- g) Consideration of Counseling Internship Request at Jerome Middle School – Maria Juarez
A motion was made by Alice Thibault and seconded by Staci Leavitt to approve the request by Jerome Middle School for Maria Juarez to complete a Counseling Internship with Jerome Middle School Counselors for the 2018-19 school year. The motion passed by the following:
AYE: Esther Peters
Staci Leavitt
Alice Thibault
Annette Lott
- h) Approval of Jerome High School Extra Curricular Coach/Advisor Manual and Advertising Sponsorship Program
A motion was made by Alice Thibault and seconded by Staci Leavitt to approve the Jerome High School Advertising Sponsorship Program and the Jerome School District Extra Curricular Coach/Advisor Policy Manual with changes made to the holiday and no school practice policies as presented by Jerome High School Athletic Director Jeremy Munroe. The motion passed by the following:
AYE: Esther Peters

Staci Leavitt
Alice Thibault
Annette Lott

i) Consideration of Tiger Drive/Parking Lot Repair Proposal

A motion was made by Alice Thibault and seconded by Staci Leavitt to approve the City of Jerome Tiger Drive/JHS Parking Lot Repair Proposal and agreement to pay an additional \$4,500.00 to the City of Jerome to complete the project. The motion passed by the following:

AYE: Esther Peters
Staci Leavitt
Alice Thibault
Annette Lott

9) Executive Session

a) IC 74-206(1)(a)(b)(c) – Personnel or Student; Property. (Action)

(a)(b)To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent or public school student; (c) to acquire an interest in real property which is not owned by a public agency.

- i) Personnel Issues
- ii) Student Issues
- iii) Property

A motion was made by Staci Leavitt and seconded by Alice Thibault that the Board of Trustees of Jt. Jerome School District #261 recess into executive session in the manner and for the purpose authorized by Section 74-206(1)(a)(b), Idaho Code, regarding personnel issues involving employees or student issues involving students of the district; and property matters. The motion passed by roll call vote:

AYE: Esther Peters
Staci Leavitt
Alice Thibault
Annette Lott

The board recessed into executive session at 8:10 p.m.

The board returned to open session at 8:20 p.m.

10) Consideration of Personnel Executive Item(s)

A motion was made by Staci Leavitt and seconded by Annette Lott to accept the recommendation by Superintendent Layne for Non-Renewal of the Extra Curricular Contract for Employee P1819-02 for the 2018-19 school year and direct Superintendent Layne to notify employee of their decision. The motion passed by the following:

AYE: Esther Peters
Staci Leavitt
Alice Thibault
Annette Lott

11) Consideration of Student Executive Item(s): No decisions came before the board.

12) Adjourn

There being no other business before the board, a motion was made by Staci Leavitt and seconded by Alice Thibault, the Board unanimously approved to adjourn the meeting at 8:25 p.m.